



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Request Approval to Execute a 3-year Enterprise Agreement with CDW-G and Microsoft under the State of Illinois Licensing Program

Presenter: Paul Anthoney

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (1/3/11)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$119,946.75	Budgeted:	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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If NO, please explain how item will be funded:

This cost is spread over three years (\$39,982.25 per year) and will be taken from the computer replacement fund reserves. This project was originally budgeted in the FY12 budget. If approved, we will be able to remove the budgeted amount from next year's figures.

### Executive Summary:

The City currently uses Microsoft Office Professional as its standard software for Word Processing, Spreadsheet, Presentation, Desktop Publishing, and Database. It has been 10 years since the City purchased an upgrade to this software. Although keeping the older software for an extended period of time has been of some financial benefit, the administrative and user issues stemming from the use of the older software have increased each year. Key advantages of standardizing the City on the most recent version include ease of administration, increased training opportunities, document interoperability with other entities, and new and enhanced features and tools. Beginning with the FY2011 budget we are including funding for office software upgrades as part of the computer replacement program.

We have determined that this year would be an optimal time to upgrade based on the recent release of the Microsoft Office 2010 suite. The cost of the upgrade would be paid under a three year government Enterprise Agreement with Microsoft and paid out of existing computer replacement funds with no direct impact on budget during the term of the agreement. The three year agreement includes support and upgrades which will allow us to stay current with Microsoft's releases should we choose to do so. At the end of the three years the City will have the option to renew for support and upgrades at a significant discount, or to retain the existing licenses with no additional expenditure.

### Attachments: (please list)

Agreement

### Recommendation / Suggested Action (briefly explain):

Request approval to execute three-year Enterprise Agreement with CDW-G and Microsoft under the State of Illinois licensing program.

For office use only:	Agenda Item Number: #3
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Office Upgrade Analysis

\$316.41 Purchase price  
\$436.17 EA Contract price

5 Year Analysis assuming 4 year upgrade cycle

Purchase

Year 1	Year 2	Year 3	Year 4	Year 5	Total	Average Cost per Year/User	Users	Avg Total/Year	Total/5 Year	1st Year Outlay	Cost of 3 year EA
\$316.41	\$82.27	\$82.27	\$82.27	\$82.27	\$ 645.48	\$ 129.10	275	\$ 35,501.20	\$ 177,506.01	\$87,012.75	
Enterprise Agreement											
\$145.39	\$145.39	\$145.39	\$ 72.70	\$ 72.70	\$ 581.57	\$ 116.31	275	\$ 31,986.35	\$ 159,931.75	\$39,982.25	\$119,946.75
EA Additional Per User Per Year								\$ (3,514.85)	\$ (17,574.26)		